

### **Checklist for renewal of PSA**

1. Renewal application fee: **\$350** check or money order made payable to **Kentucky State Treasurer**.
2. Completion of **Section 2 of the application** including office hours with each day's hours written out.
3. Completion of **Section 3 of the application**- must be completed; do not leave blank.
4. Completion of **Section 4 of the application** with name of manager and alternate manager, if applicable.
5. Signature of authorized representative on **Section 5 of the application**.
6. List containing the names of the manager, alternate manager, and direct service staff.
  - A. *For employees hired since the last certification* the list must include the **dates** for completion of all items listed in **Sections 6 and 7 of the regulations**:
    1. Hire date,
    2. Criminal record check conducted by the Administrative Office of the Courts ([www.courts.ky.gov](http://www.courts.ky.gov)) or a company that conducts searches using information maintained by the AOC,
    3. Nurse aide and home health aide abuse registry check (502-564-7963 ext. 3308)
    4. Substance abuse test
    5. TB assessment
    6. Evaluation of competency
    7. Training/topics; training must include:
      - a. Procedures for reporting adult abuse, neglect, or exploitation
      - b. Procedures for reporting child abuse or neglect
      - c. Procedures for facilitating the self-administration of medication; and
      - d. Effective communication techniques tailored to individual client needs.
  - B. *For staff active at last certification*: provide TB assessment date only. All managers and alternate managers are included in this list and required to satisfy all items as either new or continuing employees.

Please address any questions to Kerri Verden at (502) 564-7963 ext. 3305 or email to [KerriL.Verden@ky.gov](mailto:KerriL.Verden@ky.gov)